

**EXTRA NOTES AND HOMEWORK (GARDE 10&11) – WEEK 4**

**INSTRUCTION:** Make sure to copy the given notes and exercises in your respective copybooks.

*Directed Writing*

**The Report**

A report aims at providing concise information on an event or incident. A report can be written on the following issues:

- A feasibility project on the establishment of hotels.
- Fire in the auditorium.
- A theft that occurred in a shop.
- A report on the issue of school bus transport.

**Contents of a formal report.**

- a) You might be required to include a title or a heading.
- b) Address: **top left-hand corner**, with the date below the address.
- c) Language: formal English, simple and direct; personal feelings/emotions should **not** be mentioned.
- d) Content: brief, concise and accurate
- e) Aim: to provide concrete information
- f) Paragraphs: 3 to 5
- g) The subscription and word limit follow the same style and pattern as in a formal letter.

**Model**

**To: The Principal  
Atlanta College**

**RE: Incident at school canteen on 20.03.20**

**Heading 1**

**Heading 2**

**Heading 3**

**Heading 4**

**Your name**

**Date**

**Task:**

At the end of each school day, many students from your school catch a bus near the entrance to take them home. Last Tuesday, the weather was bad and also the bus was late. People living nearby complained about some bad behavior at the bus stop. They said students from another school and a group of adults already on the bus were involved. You are a senior student at your school and you were present when the incident took place. Your principal asked you to write a **report** about what happened.

You **must** include the following information:

- Why the bus was late?
- What part the weather played in the incident?
- What students from the other school did or said?
- How the adults on the bus were involved?
- What happened next?

You may add further details if you wish. Your report should be written in clear, correct English. It should be a useful report, explaining to the principal exactly what happened so that he can answer complaints.